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Instructions For Obtaining Your Criminal History Record

An individual may obtain a criminal history record check via electronic live scan at one of the approved sites. The New Jersey State Police uses the live scan fingerprinting services provided by Morpho Trak, Inc., a private company under contract with the State of New Jersey. In order to be fingerprinted for one of the purposes listed above, you are required to contact Morpho Trak to schedule a time and place to have your fingerprints recorded. The quickest and easiest way to schedule your appointment is via the Web at www.bioapplicant.com/nj. Web scheduling is available 24 hours per day, seven days per week. Applicants who do not have Web access should call Morpho Trak at the company's toll-free telephone number, 1-877-503-5981 (Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to 12:00 noon). Morpho Trak provides a toll-free TTY telephone number, 1-800-673-0353, for hearing-impaired applicants with a modem-equipped telephone. Spanish-speaking operators are available upon request.

You must download the appropriate Universal Form and bring this form with you to your scheduled fingerprint appointment. In addition to this form, you must bring proper identification as outlined on the form. The home address that you fill out on the attached form should be the same as the home address printed on the identification that you provide to Morpho Trak Inc. **YOUR ADDRESS MUST BE COMPLETE AND ACCURATE IN ORDER TO PROPERLY MAIL BACK THE RESULTS OF YOUR CRIMINAL HISTORY BACKGROUND CHECK.** To ensure accuracy, please legibly complete blocks #9 thru #26 on the front of this form prior to scheduling your appointment.

The fee for this service is \$41.00. Acceptable methods of payment are credit card, electronic debt check or money order. At the time of scheduling your appointment, payment will be required and charged to your account. Appointments must be canceled by noon on the business day prior to your scheduled time (you must cancel by Saturday at noon for a Monday appointment). If you fail to cancel your scheduled appointment, you will forfeit the \$11.00 portion of your fingerprint fee that is payable to Morpho Trak. You will also forfeit the \$11.00 fee if you fail to bring the Universal Fingerprint Form and proper ID when having your fingerprints scanned.

Failure to utilize the Universal Form for its intended purpose and/or failing to provide complete and accurate information may result in having to be fingerprinted again and incurring additional costs. Questions or revisions to responses must be made within a ninety-day period or the full process will have to be completed again. If you do not receive your response within 10 working days please contact the Criminal Information Unit.

Any questions regarding the use of this form can be directed to the New Jersey State Police, Criminal Information Unit at 609 882-2000 ext. 2918

Out Of State Residents Requesting A New Jersey Fingerprint Based Criminal Background Check:

If you need a background check within the state of New Jersey but are no longer a resident, please call the Division of State Police, Criminal Information Unit, (609) 882-2000 Ext. 2918. We will supply you with a package, including a fingerprint card and full instructions.